



DEPARTMENT OF THE ARMY

104TH AREA SUPPORT GROUP
UNIT 20193, BOX 0001
APO AE 09165-0001

AETV-HUG-CO

OCT 6 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2004-2005 Winter Safety Campaign

1. References:

a. Memorandum, HQ USAREUR/7A, AEAGA, 23 August 2004, subject: USAREUR 2004-2005 Winter Safety Campaign.

b. Memorandum, Installation Management Agency Europe Region, SFIM-EU-ZS, 31 August 2004, subject: 2004-2005 Winter Safety Campaign.

2. The 104th Area Support Group (ASG) continues to support the deployment, sustainment, and redeployment of its tenant tactical units and residents. A viable Winter Safety Campaign is integral to this support and the ASG will ensure its implementation throughout the footprint.

3. The winter months are fast approaching and with the season come the inherent risks of operations in an unforgiving environment. Coupled with the redeployment of our troops from the Iraqi theater of operations, our diligence towards safety must be amplified in this demanding setting. Our goals are:

a. Continue providing assistance to current residents and rear detachment activities by providing a safe and healthful workplace and community for all.

b. Ensure safety, occupational health, industrial hygiene, and other staff personnel are available to provide assistance, advice, and consultation to requesting agencies.

c. Ensure risk management is integrated into all missions and activities.

4. ASG/Base Support Battalion (BSB) Staff will:

a. Assist in providing support to the Winter Safety Campaign at all levels of the organization with particular emphasis placed on their respective operations and activities.

b. Provide support throughout the community in identifying and mitigating any known or suspected hazards in the most expeditious means possible.

c. Report lessons learned during the Winter Safety Campaign to the Point of Contact (POC) by 1 April 2005.

5. ASG/BSB Safety personnel will:

a. Distribute "Be Safe" posters and safety-related materials for display in prominent areas throughout the Winter Safety Campaign (reference 1.a, Para 4.c(1)).

b. Provide assistance to assigned and tenant organizations in implementing their area of the Winter Safety Campaign upon request.

c. Perform an analysis of accidents and injury trends over the past 5 years to include Military, Department of Army Civilian (DAC), and Local Nationals (LN) accidents.

d. Advise commanders of any hazards which cannot be appropriately mitigated in the course of normal operations.

e. Review the adequacy and effectiveness of local accident reporting policy and procedures for Military, DAC, and LN accidents and injuries (to include cold weather injuries). Update policy, procedures, and training as necessary (reference 1.a, Para 5.m and Para 5.o).

6. ASG/BSB Provost Marshal Office (PMO), in coordination with the PMO, IMA-E, will:

a. Review and update as appropriate, winter road condition notification procedures for implementation during winter months IAW US Reg 385-55, Appendix I, by 30 November 2004,

b. Form partnerships with host-nation organizations to leverage their vehicle accident prevention resources. Update dangerous road maps and submit this information to ASG Safety Office NLT 15 October 2004 (reference 1.a, para 4.f(4)(d)).

c. Coordinate to enforce road standards for vehicles and operators, including **Click It or Ticket** and **Booze It and Lose It** campaigns (reference 1.a, para 5.h).

d. Review and/or implement ammunition amnesty programs. Coordinate with assigned organizations, tenant activities, rear detachment activities, and the USAREUR PMO to implement amnesty collection points and ensure re-deploying Soldiers are briefed on the purpose and location of amnesty boxes (reference 1.a, para 5.h(2)).

7. ASG/BSB Public Affairs Office (PAO) will:

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- a. Publicize the Winter Safety Campaign via AFN television and radio, the Herald Union, Connections Magazine, ASG/BSB Websites, staff meetings, and other local means.
- b. Coordinate with IMA-E PAO to conduct a media blitz for the International Vehicle Lighting Campaign, by 25 September 2004.
- c. Conduct a media campaign in coordination with the local PMO on winter road conditions, by 30 November 2004 (reference 1a, para 4.e(1)).
- d. Conduct a media campaign in coordination with the local PMO in support of the ***Click It or Ticket*** and ***Booze It and Lose It*** campaigns.

8. ASG/BSB HHC/HHD's will:

- a. Achieve unit safety certification by submitting applications for certification to the USAREUR Safety Office by 30 April 2005 (reference 1a, para 4.d). Requirements for unit safety certification are located within reference 1a, para 4.d(2).
- b. Conduct "Under the Oak Tree" meetings with Soldiers before approving leave or a pass for weekends or holidays (reference 1a, para 4 f(7)).
- c. Review DA Form OF 348 for all assigned personnel by 1 Nov 04 to determine compliance with driver training requirements below.
 - (1) Ensure all personnel with an OF 346 for an AMV or NTV complete winter driving orientation by 30 Nov 2004 (reference 1.a, para 4.f(4)(a)).
 - (2) Ensure all personnel with an OF 346 for an AMV or NTV complete, by 1 Mar 2005, accident avoidance training required by AR 385-55 to be completed every 4 years (reference 1.a, para 4.f(4)(b)).
 - (3) Ensure all personnel who drive a military police vehicle, an ambulance, a fire fighting vehicle or other type of emergency vehicle complete emergency vehicle operator training required IAW AR 385-55 by 1 Mar 2005 (reference 1.a, para 4.f(4)(c)).
- d. Review POV and NTV accident prevention efforts (reference 1.a, para 4.g). This can be accomplished by completing the training course at one of the following two websites <http://www.per.hqusareur.army.mil/services/safetydivision/WVAA/start.htm> or <http://www.transchool.eustis.army.mil/training/web/webcourse.htm> (On this site, the applicants must log in and complete the training within 4 days to obtain a printed certificate).

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- e. Submit nominations for safety awards (reference 1.a, para 4.i).

9. ASG/BSB Director of Logistics' (DOL) will:

- a. Assist in providing/presenting POV and NTV accident prevention efforts through their Driver Testing Stations (DTS's) IAW AR 385-55 throughout the Winter Safety Campaign.
- b. Ensure all personnel assigned, within the ASG or BSB's, with an OF 346 for an NTV, complete winter driving orientation by 30 Nov 2004 (reference 1.a, Para 4.f(4)(a)).
- c. Review local driver training programs for adequacy of winter driving orientation courses with assistance, if necessary, from the safety office.
- d. Advertise and conduct winter driving orientation courses targeted at family members. Follow the Program of Instruction (POI) in USAREUR Regulation 385-55, Appendix D, incorporating the videos distributed by the IMA-E Safety Office.
- e. Ensure Transportation Motor Pools (TMP) verify that personnel have winter driving orientation annotated on their OF 346 prior to issuing a general dispatch for a NTV between 1 December 2004 and 30 April 2005.
- f. Ensure all personnel who drive a military police vehicle, an ambulance, a fire fighting vehicle or other type of emergency vehicle complete emergency vehicle operator training required IAW AR 385-55 by 1 Mar 2005 (reference 1.a, Para 4.f(4)(c)).

10. ASG/BSB Director of Community Activities (DCA) will:

- a. Promote responsible consumption of alcohol and the use of designated driver programs in Morale Welfare and Recreation (MWR) facilities IAW reference 1.c. (reference 1.a, Para 5.j(3)).
- b. Ensure MWR activities conduct risk assessments for all winter MWR programs.
- c. Identify (MWR) activities which could put Soldiers, civilians, and family members at risk and implement controls to mitigate these risks.
- d. Ensure Army Community Services (ACS) personnel, in coordination with the Chaplain's office, provide assistance to redeploying Soldiers and family members on reunion and readjustment topics with special emphasis on suicide-prevention and outreach programs (ref: 1a, Para 5.j(4)).

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e. Coordinate with Alcohol Drug Control Office (ADCO) staff to provide technical guidance and assistance in support of the Army in Europe Designated Driver Program (reference 1.a, Para 5.j(3)).

f. Coordinate with Wellness Coordinators and Health Promotion Coordinators in support of wellness issues (reference 1.a, Para 4.n).

11. ASG/BSB S3 will:

a. Coordinate with units performing railhead loading and unloading operations to ensure personnel are adequately trained (reference 1.a, Para 4.f(6)).

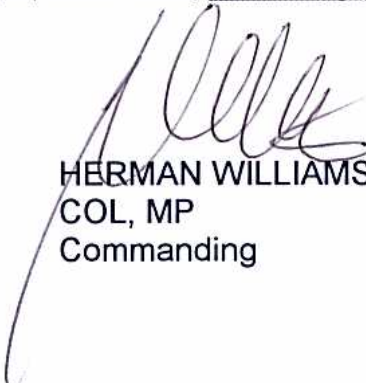
b. Continue showing the "Be Safe" video during Soldier in-processing IAW IMA-E Tasker 4-856: Be Safe Tasking #3.

c. Ensure compliance with the requirements in FM 100-14 for risk management procedures and training (reference 1.a, Para 4.h), by 15 February 2005,

12. ASG/BSB Director of Public Works will implement fire prevention programs in support of National Fire Prevention Week (3-9 Oct 2004) which target the prevention of fires in living quarters (reference 1.a, Para 4.l).

13. Each and every one of us needs to ensure a comprehensive, command supported safety program is implemented throughout the ASG and make every effort to mitigate risks in protecting our soldiers, employees, and family members. We are each responsible for the successful implementation of the Winter Safety Campaign.

14. The POC is Mr. Steve Weissenberger, 322-1470, 104safety@104asg.army.mil



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